



# Timtrainer Safeguarding Policy

This is the Safeguarding Policy for Timtrainer. This document will explain what Timtrainer is and introduce Tim Playfoot, owner of Timtrainer.

It will also:

- Explain what we mean by Safeguarding
- Provide the Timtrainer Safeguarding Policy Statement
- State our key Safeguarding Principles
- Explain what we mean by “abuse” and how we might recognise it
- Outline our procedure for dealing with a missing person
- State the procedure for reporting in a non-emergency situation
- State the procedure for reporting in an emergency situation
- Explain our DBS (Disclosure and Barring Service) clearance requirements
- Explain our Safeguarding training requirements

## SETTING THE SCENE

### **About Tim:**

Tim Playfoot, owner of Timtrainer is a CIMSPA registered Fitness Instructor, EMD, and UK Coaching Member, Outdoor Fitness Specialist, UK Athletics Run Leader and Guide Runner with an extensive sporting and coaching background.

From his initial indoor training in gym work to making the move outdoors and specialising in all aspects of outdoor fitness work, Tim has helped improve the health and fitness of numerous people of all ages.

### **About Timtrainer:**

Timtrainer as a company exists to provide fitness, coaching and physical training sessions for individuals and groups. Sessions are available to anyone regardless of age and ability and Timtrainer currently works with people from age 8 to 70+ in many varied locations, mainly in Kent and Sussex.

All sessions are held in safe, risk assessed outdoor locations.

Some Timtrainer sessions are specifically held for children. In this context, anyone who has not yet reached their 18th birthday is considered a child and this Safeguarding Policy covers them.

Adults can accompany (remain present with) their child/children whilst on a training session, but this is not a requirement. For all participants, and children, in particular, participation is primarily for health, fitness and fun, and should be free from undue pressure from parents, other adults or peers, and in the full understanding, they are participating to a level they are comfortable with.

Unless otherwise specified, the policies, procedures, and guidance in this document refer to Timtrainer employees (full or part-time), volunteers, parents or other responsible adults associated with the delivery of Timtrainer events.

# WHAT IS SAFEGUARDING?

Safeguarding may refer to child protection, and that of a vulnerable adult.

## Child protection

We use the definition:

'The protection of children (under 18) from violence, exploitation, abuse and neglect'.

Article 19 of the UN Convention on the Rights of the Child provides for the protection of children in and out of the home.

For our purposes, we define a child as anyone yet to reach their 18th birthday.

## Safeguarding

Safeguarding is a term which is broader than 'child protection'; it is an umbrella term that relates to the action taken to promote the welfare of children and vulnerable adults / adults at risk, and protect them from abuse or neglect. Safeguarding is everyone's responsibility, though some people have a greater responsibility than others.

## Vulnerable adults

Any person who is aged 18 years or over and at risk of abuse or neglect because of their need for care and/ or support. An adult's status can shift between 'at risk' and 'not at risk' depending on their surrounding circumstances.

# SAFEGUARDING POLICY STATEMENT

We believe that everyone should be able to participate in, and enjoy, physical activity in a safe environment, and be safeguarded from harm through a duty of care.

We acknowledge that children and some adults can be particularly vulnerable to abuse and we accept responsibility to take reasonable and appropriate steps to ensure their safety and welfare.

We acknowledge our duty of care to safeguard and promote the welfare of children and adults at risk. We are committed to ensuring safeguarding practice reflects statutory responsibilities, relevant government guidance, and complies with best practice. Timtrainer is committed to collaborating with law enforcement, social services, local services, and other relevant agencies, in accordance with their procedures.

This Safeguarding Policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender, race, religion or belief, sex or sexual orientation, socio-economic background, everyone:

- Has a positive and enjoyable experience at Timtrainer events in a safe environment
- Is protected from abuse whilst participating in Timtrainer events.

As part of our Safeguarding Policy, Timtrainer will:

- Promote and prioritise the safety and well-being of children and vulnerable adults
- Ensure appropriate action is taken in the event of incidents of, or concerns about, abuse, and provide support to those who raise or disclose the concern
- Ensure that confidential and accurate records of all safeguarding concerns are maintained and securely stored
- Ensure robust safeguarding arrangements and procedures are in operation
- Continue to keep events simple, and take a common-sense approach, in order to minimise risk.

This Safeguarding Policy is publicly available via [Timtrainer.co.uk](https://www.timtrainer.co.uk)

The procedures and guidance laid out are mandatory for everyone involved in Timtrainer events. We ask all Timtrainer staff and volunteers to familiarise themselves with this Safeguarding Policy so that Timtrainer events are delivered to the highest possible standard with safeguarding prioritised at all times.

This Policy is reviewed regularly (at the very least annually), in order to maintain best practice.

# KEY SAFEGUARDING PRINCIPLES

This Safeguarding Policy is based on the following key principles:

- Everyone who takes part in Timtrainer events should have the opportunity to have fun and enjoy themselves in an environment that keeps them safe from harm
- The welfare, protection and safeguarding of children and vulnerable adults must always be paramount and should be based on prevention and best practice
- It is everyone's right to be protected from abuse, irrespective of age, ability or disability, gender, race, religion or belief, sex or sexual orientation, or socio-economic background
- Duty of care is the responsibility of all, regardless if in a paid or voluntary role
- Any allegations of abuse will be treated sensitively and seriously, and be responded to swiftly and appropriately
- Confidentiality will be appropriately maintained, but the safety and welfare of the individual/s will be the overriding consideration when making decisions on whether to share information
- Timtrainer will support everyone involved in delivering and supporting events to understand their roles and responsibilities for safeguarding children and vulnerable adults; also to be aware of and understand best practice, and know how to manage any child or vulnerable adult concerns they identify or are informed of

## SAFEGUARDING

All safeguarding concerns should be brought promptly to the attention of our Safeguarding Lead, Tim Playfoot. Tim can be contacted via [Safeguarding@timtrainer.co.uk](mailto:Safeguarding@timtrainer.co.uk) or telephone 07720321868

The Safeguarding Lead reviews every reported safeguarding incident as they are reported, and carries out a quarterly review of all safeguarding incidents.

## WHAT IS ABUSE AND HOW WE MIGHT SEE IT?

The UN Convention on the Rights of the Child, specifically states that children should be protected from all forms of abuse, and for the purposes of this policy we extend this to include vulnerable adults.

Abuse may happen in other settings, but may be first noticed when a child or vulnerable adult attends a training session. Young people may open up to a trusted adult (such as a Trainer), or you might notice things that cause you concern. This document intends to help guide you in what to do if you have any such concerns.

If anyone discloses any form of abuse to you, you witness it, or you have concerns about someone, please contact the Safeguarding Lead via [Safeguarding@timtrainer.co.uk](mailto:Safeguarding@timtrainer.co.uk) or telephone 07720321868 as a matter of urgency.

If you suspect someone may be in immediate danger, always contact the Police by calling 999.

Abuse is any action that causes harm to another person, usually a child or vulnerable adult.

- It can be intentional or unintentional
- It usually happens over a period of time, rather than being a one-off event
- An abused child or adult will often experience more than one type of abuse
- It is not always obvious, or easy to identify
- We remain aware that abuse can occur and therefore we must remain mindful of it at all times.

For further information, below is a list of different types of abuse and some signs that may indicate that someone could be being abused. This is not an exhaustive list of indicators, and there may be genuine reasons why someone is displaying these signs or behaviours.

# Types of abuse

There are many different types of abuse, including:

- Physical abuse
- Emotional/mental/psychological abuse
- Sexual abuse and child sexual exploitation
- Neglect and self-neglect
- Self-harm
- Domestic abuse
- Bullying

Here are some examples of how the different types of abuse might occur or show themselves:

## Physical abuse

Deliberately hurting someone, causing injuries such as bruises, broken bones, burns or cuts. This may happen elsewhere but be noticed at a Timtrainer event.

You may see unexplained, frequent or unusual injuries. You may notice fear of contact, fear of adults, reluctance to uncover their body (wearing long sleeves/trousers in hot weather), or physical aggression towards others. You may witness someone hitting/pushing/hurting someone during or after an event.

## Emotional/mental/psychological abuse

The ongoing emotional maltreatment of another person. It can seriously damage a person's emotional health and development.

You may see someone humiliating or constantly criticising a child or vulnerable adult, threatening them or calling them names, or pushing them too hard and not recognising their limitations. This may be well-intentioned parenting that has gone too far.

## Sexual abuse and child sexual exploitation

Being forced, or persuaded, to take part in sexual activities. A child under the age of consent, can never legally consent to any sexual activity.

It doesn't have to involve physical contact, it can include being forced to watch pornography, or it can happen online.

Sexual exploitation is also a type of sexual abuse. Those in exploitative situations and relationships usually receive something such as gifts, money or affection as a result of performing sexual activities. Victims of sexual exploitation may also be groomed and exploited online.

Those who have been or are being sexually abused may be very shy, or show fear of adults/other people. Children who are being/have been sexually abused might show sexual behaviour and language that is inappropriate for their age.

Other indicators may include inappropriate levels of familiarity with adults.

Engaging in a sexual relationship with a child is a criminal offence. Any such relationship may result in the involvement of external services including the police.

## Neglect and self-neglect

The most common form of child abuse, and can be intentional or unintentional; neglect is the ongoing failure to meet a child or a vulnerable adult's basic needs.

Signs include inappropriate clothing, for example, no warm clothes in the winter, or dirty/smelly clothing, always hungry or feeling faint, skin sores/rashes, travelling to/from sessions alone.

## Self-harm

When a person hurts themselves on purpose, for example by cutting, burning, the inappropriate taking of medicine, or disordered eating.

You may notice cuts/pinch marks/burns on someone's body, or if someone is an unhealthy weight (very over or underweight).

## **Domestic abuse**

An incident, or pattern of incidents, of controlling, coercive, threatening, degrading and violent behaviour. In the majority of cases, this is by a partner or ex-partner but can also be a family member or carer. Domestic abuse can often continue after separation, and this can be a time of greater risk of harm.

Adults being domestically abused may be very nervous, reluctant to talk to new people, or to do anything (go for coffee, change their plans etc.), without first getting their partner's permission. They may not have access to their own money, car, phone etc., and be disproportionately scared of getting things wrong.

In some cases, people at risk of domestic abuse may wish to keep their attendance at training sessions private and may request that images are not shared online and names are not used.

## **Bullying**

Repeated behaviour which is intended to hurt someone emotionally or physically, and is often aimed at certain people because of their race, religion, gender, sexual orientation, appearance, ability or disability. It can be carried out by, and aimed at, both children and adults.

You may witness children or adults repeatedly teasing each other, singling others out, or purposefully excluding others, forming groups that others aren't a part of. Please don't label children 'bullies' if you witness this sort of behaviour, but do address it and contact the Safeguarding Lead for support.

## **Other types of abuse**

May include female genital mutilation, modern slavery, financial, organisational, discriminatory, and self-neglect, but in the training environment, it is unlikely that there would be clear indicators of these. As always, if you have any concerns about someone at a session, speak to the Safeguarding Lead.

As an employee or volunteer for Timtrainer we ask that you never make a decision on whether someone is at risk of, or likely to suffer, harm, or deal with concerns or safeguarding incidents on their own. If concerns are raised at all, it is essential that the Safeguarding Lead is informed.

## **Other types of safeguarding incidents**

Whilst the following categories are not abuse, they are included here as they are incidents of concern, with the potential risk of harm, that may happen at training events:

- Pushy parenting
- Over-familiarity, positions of trust and physical contact
- Unaccompanied children and children's participation
- Missing person

## **Pushy parenting**

Children's participation in training should always be for fun, and they should not be pushed beyond their physical capabilities or personal preferences regarding the way in which they participate. Most parents and carers, through their support and encouragement, help their children have fun and participate positively in training.

Unfortunately, certain types of involvement and behaviours from parents or carers, including 'pushy parenting' can have a negative impact on a child's experience and enjoyment.

It is important to remember, however, that children can be more emotional than adults and, generally, cry more easily/frequently, so we shouldn't always assume that a crying child is a sign of a pushy parent. It is also important to remember that there is a broad spectrum of 'acceptable' parenting.

We define 'pushy parenting' as when an adult's encouragement or support of their child becomes aggressive, or when their expectations are unrealistic and cause upset, for example always expecting their child to be fastest, shouting at them for not trying hard enough, or calling them names in front of others.

## **Over-familiarity, positions of trust and physical contact**

Everyone who works with children and/or vulnerable adults is in a position of trust. No one in a position of trust should encourage a physically or emotionally dependent relationship to develop between themselves and anyone in their care, whether that be with a child or a vulnerable adult.

Physical contact, however well-intentioned, may be misinterpreted; however, a no-touch approach for adults who work with children, or other adults, is often impractical. Everyone is different and every situation is unique, therefore adults should take a common-sense approach, maintain a self-awareness, and judge what is appropriate based on the needs of the individual situation.

There could be occasions when vulnerable adults and children, become overly familiar with or dependent on trainers. This can put both parties in a compromising position.

All adults should be aware of the possibility that a child or vulnerable adult may become dependent, emotionally attached or overly familiar, and take steps to address the issue should they deem that such behaviour is becoming inappropriate.

Should this happen, we would advise the adult to alert the Safeguarding Lead who can then speak with the child's parents/adult in question to inform them of the situation.

## **Unaccompanied children and children's participation**

Children under the age of 11 participating in training must be brought to and from the session by their parent/responsible adult. If the adult is not staying at the session (for example, they choose to wait in their car or a nearby cafe etc.) they must ensure the Lead Trainer is aware of their whereabouts and that they can be contacted by mobile phone if necessary.

Children aged 11 and over may (if they have their parents/responsible adults permission) come to training session without their adult. Whilst we accept that these are still children and we must safeguard them appropriately, their welfare remains ultimately the responsibility of their parents

## **Missing person**

Training events are held in areas of open space and therefore, although unlikely, it is possible for people to go missing. If a child or vulnerable adult were to go missing, trainers will ensure the safety of other participants, then institute a search for the missing person. If they are still missing 20 minutes after first being noticed missing, the Lead Trainer will inform the police and appropriate local authorities (e.g. Park Rangers/staff at the facility being used etc.). The guidance of the police will be followed until the missing person is accounted for.

## **Reporting in a non-emergency situation**

If you have any non-emergency/non-urgent concerns of a safeguarding nature, you must:

Record details of the incident, including names of those involved, times and dates

If a child reports abuse to you directly, please use the words the child has used and don't reword it, or lead the wording

Report it to the Safeguarding Lead, who will then decide further action, which may include reporting to police or other appropriate authorities.

## **Reporting in an emergency situation**

Should you feel that anyone, child or adult, may be at immediate risk of harm, you should:

- Call the police and follow their advice
- Take reasonable steps to ensure the individual at risk is safeguarded
- Do not take actions that would put your own safety at risk
- Once the incident is under control, ensure it is reported to the Safeguarding Lead and (if appropriate) the local landowner. Remember to record as much information as possible

# CRIMINAL RECORD CHECKING

In England and Wales, criminal record checks are processed by the Disclosure and Barring Service (DBS). The check will also include information held on the DBS children barred lists, together with any information held by police forces, that is reasonably considered to be relevant to the role.

Timtrainer sessions which are run specifically for children or vulnerable adults will be delivered by a Lead Trainer who has completed an enhanced DBS check. Other staff or volunteers may assist at these sessions but the Lead Trainer will be present and overseeing the session throughout.

Timtrainer currently uses UK Athletics (UKA) to carry out all checks and keeps a record of all staff/volunteers who have completed a DBS check, and the date the certificate was issued.

Checked individuals must inform Timtrainer if their circumstances or status changes after their check, e.g., if placed on the 'barred from working with children' list.

Timtrainer staff who have been DBS checked will show their documents to anyone who has reasonable cause to request them.

## **Safeguarding training**

All Lead Trainers at Timtrainer must carry out the online training course 'Child Protection in Sport', delivered by the NSPCC. This course must be successfully completed before delivering sessions specifically for children or vulnerable adults. The course should be re-taken every three years.

This Safeguarding Policy was last reviewed and approved by:



Tim Playfoot

Safeguarding Lead and Lead Trainer

Timtrainer

16th February 2023

If you have any comments or suggestions regarding this policy, please contact Tim Playfoot at [safeguarding@timtrainer.co.uk](mailto:safeguarding@timtrainer.co.uk)